

**Note:** If you have someone going on foreign travel who is taking **any** LANL equipment (including smartcards), material, software or information, **or** if you are shipping anything out of the U.S., you **must** contact the Customs Team as soon as possible at 665-2194. It is best to notify the Customs Team as soon as you know about the foreign travel or anticipated shipment, even if it has not been approved yet, because an export license could be required and that could take more than 3 months to obtain.

If the traveler is taking technology with their equipment, please see  
<http://www.hr.lanl.gov/TIOCourses/TIOAha.asp?coursenumber=15238> and/or call S-7 at 667-5011.

The Customs Team requires the following information:

- A completed [Property Removal Form](#) if the traveler is taking equipment and bringing the equipment back
- A completed [Shipping Request Form](#) for any equipment that is being shipped or will stay overseas
- A completed [Cryptocard Form](#) if the traveler is taking only his/her cryptocard

The PRF, SM, or Cryptocard Form must have the following information:

- \_\_\_\_ 1. Full Facility name, address (no post office boxes) with city and country, and telephone number of the consignee or the location or facility the traveler will be visiting.  
\*If traveler is going to more than one facility or location, list all (attach additional pages if needed)  
\*If items are only to be used at a hotel, list the exact name of the hotel with the city and country
- \_\_\_\_ 2. Complete List of Items including: (Make sure you include **all** items)  
Description, Manufacturer, Make, Model #, Serial #, Property #, estimated value of each item, country of origin  
\* If a computer is included, also attach a listing of software installed on the computer or laptop, please specify if it is LANL developed software.
- \_\_\_\_ 3. Fax # or email address of LANL traveler
- \_\_\_\_ 4. Departure Date and Return Date to USA
- \_\_\_\_ 5. Statement of work (the reason for travel and end-use of the items being exported)
- \_\_\_\_ 6. Complete cost code, program code, cost account and work package
- \_\_\_\_ 7. For shipments, either you or the requestor must complete a one-to-one (matching packing list to items) for all shipments, each item needs to be labeled. You can do this before the shipment goes to shipping or make arrangements w/shipping to complete it there. Contact the Packaging Office at 5-1053 to make arrangements. If you need labels contact our office at 5-2194.

Once the Customs Team has all the above information, we will prepare a set of documents that **must accompany** the traveler, so allow time for the pick-up and delivery to the traveler. If you are shipping something, you must have Customs Team approval before the packaging office at SM30 will accept your shipment.

**Please refer to our home page at:** <http://sup.lanl.gov/property/customs/default.shtml> **for more information. Do not hesitate to contact us if you have questions.**

**Be aware that any attempt by an employee to circumvent the Laboratory policy (see Director's Policy dated January 8, 1998 by John Browne—Laboratory Export Policy) for compliance with export control laws and regulations may lead to disciplinary action, up to and including termination. In addition, the Laboratory may decline to provide assistance if an employee encounters legal difficulties as a result of willful noncompliance with the policy. Criminal sanctions of up to \$1,000,000 may be imposed, as well as civil penalties and administrative sanctions, including the seizure of Laboratory equipment or technical data.**